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DD/S-12-1111

206-0700

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MEMORANDUM FOR: ✓ General Counsel

Comptroller
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant to the DD/S
Chief, Project Administrative Planning Staff

SUBJECT : Special Requirement for On Duty Clerical
Personnel

1. There exists an immediate Agency need for 135 clerical personnel to comprise a special task force. It is anticipated that external recruitment will provide the necessary personnel within the next few months but in the interim the use of on-board clerical personnel is essential.

2. The qualifications required in personnel to be assigned are:

a. Willingness to undertake night work involving three shifts (0700 to 1500, 1500 to 2300, 2300 to 0700) with rotation from each shift after one week.

b. Specific qualifications will be met through two weeks of on-the-job training. Typing or other special clerical qualifications are not required.

c. Insofar as possible, personnel should be GS-6 or below.

Assignment of any GS-6 or below is desired but, in order to meet this requirement, the detail of any GS-9 or below for a period of six months is acceptable.

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3. The Office of Personnel in conjunction with the appropriate officials will determine the acceptability of all nominees. In the event a nominee is not accepted, the Office concerned will provide a substitute.

4. Deputy Directors are to provide the required number of personnel from their respective components by 21 May 1956. The DD/S fair share burden based upon current duty strength is 45 employees. The schedule set forth below lists the number to be provided by each DD/S component and the dates employees are to report for this new duty.

	4/9	4/16	4/23	4/30	5/7	5/14	5/21	Total
Office of the DD/S	1							1
General Counsel		1						1
Commercial			1					1
Management		1		1				2
Medical		1						1
Communications		1	1		1		1	4
Comptroller	1		1	1	1	1	1	6
Logistics	1	1	1	2	2	1	2	10
Personnel	1	1		1	1	2	2	8
Security	1		1	1	1	2	1	7
Training	1		1		1	1		4
Totals	6	6	6	6	7	7	7	45

5. The names of employees nominated against these quotas should be submitted to the Personnel Assignment Division, Office of Personnel, at least one week in advance of their reporting dates. In selecting personnel for this assignment please stress to them that the work to which they are being assigned is of a very high priority and of utmost importance to the Agency and our Government.

6. I recognize that this draft of personnel will create a hardship on all offices concerned and that it may be necessary to consider the suspension or curtailment of certain activities. I will be glad to discuss this aspect of the problem if it arises.

[Redacted Signature Box]

L. K. WHITE
Deputy Director
(Support)

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